

~~SECRET~~
(When Filled In)

(b) (1)
(b) (3)
(S)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A				GENERAL	
1. NAME (Last) (First) (Middle) Barnard, Edward T.		2. DATE OF BIRTH 10/10/10	3. SEX M	4. GRADE 14	5. SD IT
6. OFFICIAL POSITION TITLE IO Contact		7. OFF/DIV/BR OF ASSIGNMENT DCS/New York Office		8. CURRENT STATION <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	INITIAL		REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. May 1969		12. REPORTING PERIOD (From- to-) 1 Apr 68 - 31 Mar 69			
SECTION B		PERFORMANCE EVALUATION			
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 <div style="border: 1px solid black; width: 300px; height: 30px; margin-top: 10px;"></div>					RATING LETTER S
SPECIFIC DUTY NO. 2 Locates and develops the potential of domestic organizations and individuals as sources of foreign intelligence.					RATING LETTER P
SPECIFIC DUTY NO. 3 Collects intelligence information, briefs and debriefs.					RATING LETTER P
SPECIFIC DUTY NO. 4 Initiates leads and furnishes operational support to other elements of the Agency.					RATING LETTER S
SPECIFIC DUTY NO. 5 Prepares reports, memoranda and other communications.					RATING LETTER S
SPECIFIC DUTY NO. 6 <div style="border: 1px solid black; width: 200px; height: 30px; margin-top: 10px;"></div>					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

